

**ENGINEERING AND RELATED SERVICES  
JUNE 28, 2013**

**CONTRACT NO. 4400003970  
RETAINER CONTRACT FOR INSPECTIONS OF  
STATE REGULATED DAMS  
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), “Professional Engineering and Related Services”, revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

**Project Manager** – Mr. Zahir “Bo” Bolourchi, P.E.

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

**PROJECT DESCRIPTION**

The Consultant will perform statewide engineering and related services required for dam safety inspections, evaluation, and reports per year throughout the state, as determined by DOTD. Also, as part of this project, preparation or revision of breach analysis and/or Emergency Action Plans (EAP) for a number of dams may be required, as determined by DOTD for proposed projects covered by this Retainer Contract under separate Task Orders (TO’s). The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

**SCOPE OF CONTRACT SERVICES**

The services to be performed for this Project include: 1) scheduling and notification of inspections, 2) field inspections, 3) reporting of inspection results, 4) follow-up on required corrective actions, 5) breach analysis, inundation map, preparation and/or update of Emergency Action Plan (EAP), hazard impact classification determination / confirmation, and reports for a number of dams may be required, as determined by DOTD, and 6) other tasks as related to dam safety. These services are described more specifically as follows:

**Project Scheduling and Notifications**

The Consultant shall be responsible for using the Louisiana dam inventory database inspection frequency and previous inspection dates to schedule inspections, optimizing the field work schedule, and obtaining DOTD's approval. The Consultant shall provide written notification of each inspection to the dam owner, interested stakeholders, the appropriate DOTD District Office, and the DOTD Dam Safety Unit no later than 15 days prior to the scheduled inspection. In some cases court records may have to be searched to determine owner's identification along with additional research to determine owner contact information.

High hazard potential dams and significant hazard potential dams will be inspected annually. Low hazard dams are inspected on a five year rotation frequency. Inspection schedules and variation from specified frequencies must be approved by the Project Manager.

It should be noted that some of the low hazard category dams may be inspected by DOTD dam safety employees.

Preparation or revision of breach analyses and/or Emergency Action Plans (EAPs) will be at the direction of the Project Manager.

### **Field Inspections**

Available DOTD-maintained inspection reports, construction as-built drawings, instrumentation records, project modifications, drawings, and other available information (aerial photographs, GIS data, etc.) will be reviewed by the Consultant prior to each field inspection.

A safety inspection for all high and significant hazard category dams will be conducted by at least one professional engineer (see Minimum Personnel Requirements). All low hazard category dams may be inspected by an engineering technician (see Minimum Personnel Requirements), under the direction and supervision of a professional Civil Engineer.

The inspection will include all accessible features of the project, including embankments, concrete sections, spillways, galleries, intakes, outlet works, and discharge channels. Particular attention should be given to detecting evidence of leakage, erosion, seepage, instability, undue settlement, displacement, tilting, cracking, deterioration, and improper function of drains and relief wells. The adequacy and quality of maintenance and operating procedures as they pertain to the safety of the dam and operation of the control facilities should also be assessed. Digital photographs and drawings should be freely used to record conditions in order to supplement and support written descriptions.

The field inspection should include review of the following:

- Concrete structures including concrete surfaces, structural cracking, movement – horizontal and vertical alignment, junctions and tie-ins with abutments and/or

embankments, drains – foundation, joint, and face drains, water passages, seepage or leakage, monolith joints, construction joints, foundations, etc.

- Embankment structures including settlement, slope stability, seepage, drainage systems, slope protection, etc.
- Spillway structures including control gates and operating machinery, unlined spillways, approach and outlet channels, stilling basin and energy dissipation, etc.
- Outlet works including intake structure, operating and emergency control gates, conduits, water passages, etc.
- Drawdown facilities including safety and performance instrumentation, reservoir, downstream channel, operation and maintenance features, etc.

When review of information for preparation of field inspection reveals a question on the impact classification, additional field work and possible breach analysis may be required to determine if impact classification change is needed. This information will be reviewed with the Project Manager and these tasks (additional field work, breach analysis, etc.) will be at his direction.

Where a breach analysis and/or an Emergency Action Plan are being prepared the area of potential impact will be investigated in the field to determine property at risk.

### **Follow-up on corrective actions**

If DOTD does not receive written notification of corrective action from an owner within 60 days, the Consultant will send a certified letter to the owner requesting that corrective action be taken and notification of that action be sent to DOTD.

### **Deliverables**

1. Letter to dam owner providing notification of inspection. Copies to DOTD, DOTD district office, and other stakeholders.
2. The Consultant shall submit a draft Dam Inspection and Evaluation Report-using DOTD's electronic template, cover letter to the owner(s) with findings and corrective actions required, and an updated dam inventory data sheet to the DOTD for review and comments within 15 working days after the completion of the dam inspection. The final report shall be submitted to the DOTD within 10 working days after receipt of comments.

The report will encompass information obtained from the pre-inspection review and will report the results of the field inspection. The content of the report should include, but is not be limited to, the following:

- Executive Summary (Significant Findings)
- Description of Project Features
- Summary of Construction History, Operations, and Modifications
- Geologic and Seismic Considerations
- Instrumentation
- Field Inspection
- Structural Stability
- Spillway Adequacy
- Adequacy of Maintenance and Methods of Operations
- Conclusions
- Recommendations

A binder will be prepared with each month's final reports that includes the Dam Inspection and Evaluation Reports, the cover letters to the owner(s), and two copies of the dam inventory data sheets noting all updates, and supporting data derived to justify changes to the dam inventory sheet. Also, an electronic copy of the Dam Inspection and Evaluation Reports is to be included.

The Consultant shall send the cover letter and the Dam Inspection and Evaluation Report to the owners. Also, a copy of the Dam Inspection and Evaluation Report will be sent to interested stakeholders.

3. A certified letter to the dam owner (with copy to DOTD) if notification is not received regarding requested corrective actions.
4. For a breach analysis and/or Emergency Action Plan the Consultant will provide both electronic files (Word, HEC-RAS, HEC-HMS, ArcGIS, DSAT, etc.) and three hard copies of the report(s) to the DOTD. (Breach analysis report will include all assumptions and calculations.) The Consultant will also provide hard copies of the EAP to the dam owner, appropriate parish emergency operation center and other stakeholders as directed by the Project Manager.
  - a. Breach analysis, inundation map, and report will follow the format of the DOTD-maintained dams or as directed the Project Manager.
    - i. The Dams Sector Analysis Tool (DSAT) may be used for the breach analysis on low hazard impact dams.
  - b. EAP will follow the format of the DOTD-maintained dams or as directed by the Project Manager.
    - i. EAP updates involve revising contact information and/or identifying public buildings within the impact area. Electronic files will be required as noted above. Updated EAP will be sent to stakeholders as directed by the Project Manager.

## REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. DOTD Training Series - Inspection of Embankment Dams
21. DOTD Training Series – Preparing to Conduct a Dam Safety Inspection
22. DOTD Training Series – Identification of Visual Dam Safety Deficiencies
23. DOTD Training Series – Documenting and Reporting Findings from a Dam Inspection
24. DOTD Training Series – Evaluation of Seepage Conditions
25. DOTD Training Series – Evaluation of Embankment Dam Stability and Deformation
26. DOTD Training Series – Inspection of Spillways and Outlet Works
27. DOTD Training Series – Inspection of Concrete and Masonry Dams
28. DOTD Training Series – Evaluation of Concrete Dam Stability
29. DOTD Training Series – Inspection of Foundation, Abutments and Reservoir Rim
30. Louisiana Dam Safety Program – Dam Safety Rules and Regulations, March 1997 ([www.dotd.la.gov/intermodal/dams/home.asp](http://www.dotd.la.gov/intermodal/dams/home.asp))
31. Association of State Dam Safety Officials (ASDSO) Standards
32. DOTD Training Series – Evaluation of Facility Emergency Preparedness
33. DOTD Training Series – Evaluation of Hydraulic Adequacy
34. DOTD Training Series – Evaluation of Hydrologic Adequacy
35. DOTD Training Series – How to Develop and Implement an Emergency Action Plan
36. FEMA – Emergency Action Planning for Dam Owners (FEMA 64)

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

## **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO shall be based on DOTD established billable rates for the actual work performed on the Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$2,300,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All approved travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

## **CONTRACT TIME AND NOTICE TO PROCEED**

This Retainer Contract shall be in effect for the duration of **4 years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

## **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established survey policies, procedures, standards, and guidelines in the preparation and review of all survey products. The DOTD shall provide limited input and technical assistance to the Consultant.

## **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met at the time of submittal:

1. At least one Principle or a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana, with a minimum of five years of experience in the analysis, design, inspection, and/or evaluation of

dams and shall demonstrate experience in working in the State of Louisiana and knowledge of Louisiana Dam Safety Rules and Regulations.

2. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, at least two Professional Civil Engineer registered in the State of Louisiana, one with a minimum of three years of experience in dam inspection and one a minimum of three years of experience in breach analysis, development of inundation maps and preparation of emergency action plans. The professional engineers must be familiar with the Louisiana Dam Safety Rules and Regulations.
3. The Prime-Consultant must also employ at least two engineering technicians with a minimum of three years of experience in the inspection and evaluation of dams and/or levee systems, and familiar with the Louisiana Dam Safety Rules and Regulations.

**Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.**

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;\*\*
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4.

\*\*The CE&I (CC) performance rating will be used for this project.

Complexity level (**simple**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Zahir “Bo” Bolourchi – Project Manager
3. Christopher Knotts
4. Brad Sticker
5. Doug Taylor
6. George Chike

### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

## CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

## SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400003970**, and will be submitted **prior to 3:00 p.m. CST on Wednesday, July 17, 2013**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Alan Dale, P.E.  
Consultant Contracts Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1401

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.